

DISTRIBUTION OF THIS PERSONNEL BULLETIN IS BEING MADE TO DIVISION CHIEFS, REGIONAL HEADS AND SECTION HEADS. EACH SECTION AND REGIONAL HEAD WILL PLEASE SEE THAT EACH PERSON IN HIS SECTION READS AND INITIALS IT, AND WILL MAKE HIS SECRETARY RESPONSIBLE FOR SEEING THAT ALL EMPLOYEES PLACE THEIR INITIALS IN THE SPACE PROVIDED BELOW:

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P E R S O N N E L   B U L L E T I N

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No. 1732

A vacancy of the following type exists in the Planning and Allotment Section, Applications and Loans Division. If you wish to be considered for this position, a dated application should be made in writing to the Chief, Personnel Division, before the close of business, December 16, 1949. THIS APPLICATION SHOULD SET FORTH YOUR EDUCATION, EXPERIENCE, AND THE REASONS YOU FEEL SUITED FOR THE POSITION. (If a current detailed application is already on file (not 57) in the Personnel Division the new application need not be prepared in detail.)

<u>Title</u>	<u>Salary</u>
Clerk   GS-4	\$2875

Under general supervision performs clerical duties in connection with the processing within the Division of various types of work orders. Examines work orders and schedules to determine if prepared in conformance with REA instructions, deleting from schedule those not correctly prepared and attaches instructions on preparation of work order to work order to be returned underlining elements in instruction which have not been complied with. Assigns REA work order numbers and enters both REA and borrowers' serial numbers in master record and systems work order records. If system records have not been flagged, guided by established requirements for feasibility of extension, reviews work orders and schedules and approves or disapproves. Prepares transmittal memoranda and enters approval of work order in control records. Checks records to determine if sufficient funds are available to cover work orders, if funds are not available, calls to attention of Work Order Analyst. Checks REA serial numbers of final work orders and inventories with divisional control records and assigns numbers to work orders which have not previously been numbered and advises Management Division of borrowers failure to comply with REA instructions. Answers the telephone and gives out information from office records regarding status of and location of work orders. Performs related tasks as assigned.

MINIMUM QUALIFICATIONS: Civil service status; graduation from high school and, in addition, not less than two years' responsible clerical experience

NOTE: There is a candidate of known pertinent experience and proven ability in line for this position and any other candidate presenting himself for consideration must prove to the selecting committee equal or superior qualifications to that person.



